

### Administrative Assistant

Chevalier College seeks applications for a permanent full-time Administrative Assistant, to commence as soon as possible.

An Administrative Assistant supports the non-teaching aspects of the college and can cover a wide range of focus areas, for example, administration, database management, website maintenance, main office reception, clerical and communication tasks.

#### Essential Criteria

A broad range of administration skills, including but not limited to:

- Proficiency in the use of technology such as Microsoft Office applications (Word, Excel, PowerPoint and Outlook).
- Well-developed oral and written communication skills and a high level of interpersonal skills with excellent customer relations and phone manner.
- Well-developed organisational and initiative skills with the ability to prioritise tasks and meet tight deadlines.
- Accuracy and attention to detail.
- High level of personal professional initiative and drive (demonstrated ability to proactively work autonomously and to source work).
- Demonstrated ability to work as part of a team in a supportive and collegial manner.
- Ability to instruct colleagues as required.
- Good knowledge and skills in the area of office information technology.
- The ability to develop and sustain strong, appropriate relationships that support and enhance the charism in the college.

#### Desirable Criteria

- Experience in a broad range of software packages used in the college, including but not limited to, Indesign, student management systems, Canvas, Potentiality.
- Experience in website and/or database maintenance.
- Ability to work across various areas of the school outside of the main office, including but not limited to, the library, shop, performing arts and first aid.

#### Other

- Permanent full-time position to commence as soon as possible. *Note: This is a 1.0 FTE position. Consideration will be given to a combination of part time applicants that equate to 1.0 FTE.*
- Salary and conditions will be as per the NSW Catholic Independent Schools (Support Staff – Model B) Multi-Enterprise Agreement 2020.
- This is a child-related position. Preferred candidates are required to possess a valid a Working With Children Check and will be subject to identification verification.

#### Applications

- Applications close on **Wednesday 6 July 2022**.



- Interested persons should provide a written application that addresses the criteria, including descriptions of work and/or qualification details and should indicate how many and which days of the week they would be available.
- Applications must include the names and contact details of three referees, one of whom must be your current or most recent supervisor/employer.
- Applications are to be sent to the Principal of Chevalier College via: [aebis@chevalier.nsw.edu.au](mailto:aebis@chevalier.nsw.edu.au).